



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 N. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:  
COMNAVREGSWINST 5400.1A  
N09C5R  
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COMNAVREGSW INSTRUCTION 5400.1A

From: Commander, Navy Region Southwest

Subj: NAVY BAND SOUTHWEST

Ref: (a) BUPERSINST 5450.37A  
(b) SECNAVINST 5720.44A  
(c) MILPERSMAN 1300-050  
(d) MILPERSMAN 5370-010  
(e) DOD Directive 5410.18D  
(f) DOD Directive 5410.19I  
(g) Joint Federal Travel Regulations

Encl: (1) Sample letter of request

1. Purpose. To define the mission, functions and policies of Navy Band Southwest (NBSW) and to provide and amplify policy guidance and instructions for its use.

2. Cancellation. COMNAVREGSWINST 5400.1.

3. Mission. As defined by reference (a), the primary mission of NBSW is to provide musical support for official ceremonies and official social functions of Region afloat and shore commands, which will inspire patriotism, elevate esprit de corps, enhance retention and foster pride in the naval service. Additionally, as scheduling permits, the band will support:

a. Musical services which reinforce and support Navy Recruiting efforts.

b. Navy community relations events/programs, thereby increasing community awareness, promoting respect and the professional reputation of the United States Navy.

c. Official functions of other services.

4. General. Per reference (a), NBSW is a component element of the Navy Band, Washington, DC (a field activity of Navy Personnel Command). Operational control is exercised by Commander, Navy Region Southwest (CNRSW). Commanding Officer (CO), Naval Base Coronado provides administrative support. The Director, Navy Band Southwest is assigned in an additional duty status as Special Assistant for Music to CNRSW and as de facto Officer-in

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Charge (OIC) for band personnel. The Director, NBSW, here-in-to-for referred to as the Director, is responsible for:

- a. Scheduling of all band performances.
- b. Welfare and training of assigned personnel.
- c. Custody/accountability of assigned spaces, funds, musical instruments and other equipment.
- d. Daily operation of the band, including assignment of leave, liberty and duty hours.
- e. Maintaining a Host/Tenant agreement (ISA) with CNRSW, which ensures proper support services are provided to the band and its personnel.

Central management of all bands is provided by the Navy Music Program Management Division (PERS 64). Funding, equipment and technical assistance are provided primarily by PERS-64, and secondarily by CNRSW.

5. Chain of Command. The Director will report to the operational and administrative chains of command as follows:

- a. Operational. The director reports to CNRSW via the Program Director (PD) for Public Affairs, NAVREGSW and the Deputy/Chief of Staff, NAVREGSW for all operational and music matters.
- b. Administrative. The Director reports to the CO, Naval Base Coronado for only those matters requiring, by law or regulation, CO authority for enlisted personnel management, including Captain's Mast. He will otherwise act as de facto OIC with full authority for administrative purposes. For Enlisted Evaluations and Fitness Reports, the Reporting Senior for band personnel will be CNRSW for E7-E9, Chief of Staff (COS) for E6, and PD for Public Affairs for E5 and below.

6. Policy. NBSW will function in accordance with this instruction, aligned with the mission and policies of references (a) through (g), some highlights of which follow:

- a. Navy bands are not mission-funded. Requesting activities are required to provide berthing, messing, transportation and other logistical support in accordance with reference (g) and as determined by the Director. Transportation is normally provided

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by the band for events within 100 miles of Coronado, CA. Requesting sponsors may be required to provide transportation or funds for gasoline and other transportation costs, i.e., tolls, ferries, parking meter costs, etc., when engagements are outside the 100 mile limit. Meals or funding for meals will be provided by the requesting activity whenever band members are required to be away from messing facilities during normal meal hours. Requesting activities shall provide all funds or funding information (accounting data) at least 14 days prior to the event. Failure to comply with this could result in cancellation of band services.

b. Band participation may be authorized only if admission, seating, and all other accommodations and facilities are available to all without regard to race, color, creed, national origin, or sex.

c. Support of programs sponsored by civilian organizations may be authorized when the programs are oriented toward community interests as opposed to sectarian, fraternal, or national origin aspects, or objectives of the organization.

d. No admission charges may be levied on the public solely to see or hear the band.

e. Band participation in fund-raising events is authorized only when the sponsor certifies all profits in excess of actual operating costs will be donated to the Combined Federal Campaign or the Navy and Marine Corps Relief Society.

f. The band will not be used in connection with any event designed to stimulate sales or increase the flow of business traffic or in any way or place, which would give that appearance.

g. The band will not normally perform outdoors in weather detrimental to band instruments, equipment or, in the case of electronic equipment or heavy wind, when the safety of performers is in question. The on-site bandleader will be the sole authority for determining the feasibility of performance.

h. The band will normally perform a maximum of four hours at any one engagement.

i. On Sundays, the band will be available only for occasions of significant patriotic importance.

j. Band services will not normally be available during the two-week period encompassing the Christmas and New Year holiday season.

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7. Scheduling. The band exists first to service Navy afloat and ashore commands in the Southwest Region and will strive to do so. Due to the large number of military commands in NBSW's area of responsibility, the band receives many more requests for musical support than can be accommodated. In an effort to provide better customer service and minimize scheduling conflicts, requestors should familiarize themselves with the following information:

a. Requests for musical support will be accommodated on a "first written request received" basis to the maximum extent possible.

b. Before submitting a written request, a telephone inquiry should be made by calling NBSW Operations at DSN: 735-6498 or COMM: (619) 545-6498.

c. Official requests for band services will be made by letter, facsimile (FAX), e-mail, Naval message or through the NBSW Homepage as follows:

(1) Mailing Address: Director, Navy Band Southwest, Box 357021, San Diego, CA 92135-7021

(2) FAX: DSN: 735-6606; COMM: (619) 545-6606

(3) E-mail: nbsw.op@ni.cnrsw.navy.mil

(4) Message PLAD: NAVY BAND SOUTHWEST SAN DIEGO CA

(5) Homepage: [www.cnrsw.navy.mil/band/mainpage.htm](http://www.cnrsw.navy.mil/band/mainpage.htm)

d. To the greatest extent possible, commands should remain flexible in scheduling their events to allow for band participation. Many commands have been unable to obtain musical support because they have irrevocably committed to a particular date and time before determining band availability.

e. Time is of the essence. Early scheduling is encouraged and often necessary to obtain band support. Scheduling for important time periods such as Navy Birthday, Armed Forces Week, and the traditional holiday seasons are often completed months in advance. Unless directed by CNRSW, military requests will not normally be considered less than 14 days in advance of the requested date nor confirmed prior to 90 days before the requested date. Additionally, unless directed by CNRSW, civilian requests will not normally be considered less than 14 days in advance of the requested date nor confirmed prior to 60 days before the requested date. Requests made prior to the

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scheduling windows will be answered with a letter informing the sponsor that the band will contact them once that time frame has been reached to determine availability.

f. If NBSW is not available and since there are no other Navy Bands in the Southwestern United States, Band Operations can provide information for contacting other service bands in the Southwestern United States. The band can also provide custom taped music, when requested and appropriate, as a final option.

g. It should be noted that all engagements accepted by Navy Band Southwest are subject to preemption by CNRSW.

h. For direct CNRSW, CNSP, CNAP and COMTHIRDFLT support, written requests are not required, but still desired when possible. Due to the short-notice nature of these requests sometimes has, it is imperative the cognizant Flag Secretary, Protocol Officer or Flag Aide notify the band of required services as soon as possible to allow for scheduling adjustments for other customers when necessary. It shall not be presumed the band is available. The Director, Band Operations Coordinator and those cognizant personnel should strive for frequent, open communications regarding scheduling of this type.

i. Special Note. Fridays are the band's most requested date for official ceremonies such as changes of command. Requests for support for lower priority events should avoid Fridays if at all possible.

## 8. Priority of Support

a. Operational Commander. Official ceremonies and social functions for, and as detailed by, CNRSW.

b. NRSW and San Diego area commands. Official ceremonies and social functions for all Southwest Region commands and local afloat and shore commands (provided funding is available). "All hands" and annual corps-wide events will take priority. It must be understood that, while the band shall make every effort to support command events throughout the entire Southwest Region, it may be impractical for the band to support such events. This is most often due either to funding, transportation and/or travel time constraints. Commanders should solicit band support early and be prepared to face the impending costs. For the purposes of this instruction, arrival ceremonies for ships returning from major deployments will be deemed official ceremonies. Due to the volume of work, the band will not be available to perform at retirement ceremonies for E-5 or E-6 personnel. Specific scheduling prioritization is as follows:

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- (1) Ceremonies for heads of state or visiting dignitaries
- (2) Changes of Command (0-6 and above)
- (3) Ship Commissionings/Decommissionings
- (4) Changes of Command (0-5 and below)
- (5) Ship Arrivals (deployed for six months or more)
- (6) Service School Graduation Ceremonies
- (7) Retirement Ceremonies
- (8) Other ceremonies

c. Navy Recruiting Events. The band is requested to support events for Navy Recruiting Districts in six states. Once the band is committed to these events, they will take priority over subsequent community relations and other service requests, unless otherwise directed by CNRSW.

d. Community Relations. Reference (b) provides guidance for band participation in community events for purposes of inspiring patriotism, enhancing the image of the Navy and promoting community goodwill. Local commanders are strongly encouraged to use the band for these purposes. Navy participation in major events such as Armed Forces Week, Veterans Day and Independence Day celebrations will have priority.

e. Commands Outside the San Diego Area (non-NRSW Commands). Official ceremonies and social functions for afloat and shore commands which are not region assets and located outside the San Diego area. Priorities are the same as for paragraph b above. It must be understood that while the band shall always make every effort to support command events throughout the entire Southwest Region, it will often be impractical to support all such events throughout the entire six-state area of operations. Most often due to either funding, transportation or travel time constraints. Commanders should solicit band support early and be prepared to face the impending costs.

f. Official Functions of Other Services. Typically, musical support for other services is provided as follows: Marine Corps band support is provided by either (a) Marine Band San Diego MCRD San Diego, (b) Third Marine Aircraft Wing Band, MCAS Miramar, (c) First Marine Division Band, Camp Pendleton, or (d) Marine Corps Air Ground Combat Center Band, 29 Palms. The nearest Army Band support is the 36<sup>TH</sup> Army Band, Fort Huachuca, AZ. Air Force support comes from the AMC Band of the Golden West, Travis AFB,

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near San Francisco. NBSW will support official functions of other services only when:

(1) The respective service band is not available for the requested date and time due to an operational commitment, and,

(2) Participation by that service band is not prohibited by policy, regulation or order, be it Department of Defense, Department of the Navy or service specific.

g. The band may perform at unofficial functions as authorized by references (b) through (e). NBSW will not be detailed to perform for:

(1) "Wetting Down," promotion or retirement parties.

(2) "Hail and Farewell" parties and other unofficial social functions which are not command-sponsored "all hands" events.

(3) Any event at which participation by the band would give the appearance of impropriety or abuse of rank, privilege or status.

9. Unit-Specific Uniform Guidance. A higher standard, due to the band's extensive high visibility internal and external exposure, the Director will ensure exemplary uniform appearance and grooming standards are the norm.

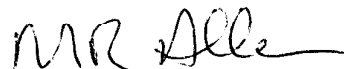
10. Navy Band Southwest Homepage. The Director shall ensure the existence and maintenance of the NBSW Homepage, as a sub page of the Navy Region Southwest external and internal web sites, which will serve as an information tool. It will normally be coordinated by the Director, the NBSW ADP Security PO, the NBSW Public Affairs PO and the Deputy PD for Public Affairs, NRSW, unless otherwise directed. It will contain virtual online press packages to include, at the minimum, the following items:

- a. Musical Support Request/Scheduling Procedures.
- b. Upcoming Performance Schedule.
- c. Performing Unit Biographies, Photographs and Logistical Requirements.
- d. Operational Commander Information.
- e. Band History.
- f. Director and Assistant Director Biographies and Photographs.

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11. Action. Requestors shall familiarize themselves with the contents of this instruction prior to requesting band services.

12. Review Responsibility. The Director shall review this instruction at least annually, upon turnover or as directed by higher authority.

A handwritten signature in black ink, appearing to read "MR Allen", with a long horizontal stroke extending to the right.

M. R. ALLEN  
Chief of Staff

Distribution:

Electronic only, via CNRSW Directive Web site  
<http://www.cnrsw.navy.mil/Admin/index.htm>



COMNAVREGSWINST 5400.1A

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**Sample Letter of Request**

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From: Commanding Officer, USS NEVERDOCK, FPO AP  
To: Director, Navy Band Southwest, Box 357021, San Diego, CA  
92135-7021

Subj: REQUEST FOR MUSICAL SUPPORT

Ref: (a) COMNAVREGSWINST 5400.1A

1. The services of Navy Band Southwest are requested, and the following information is provided in accordance with reference (a):

- a. Occasion
- b. Date
- c. Location
- d. Time
- e. Uniform
- f. Point of Contact and telephone number

I. M. COMMANDER

Enclosure (1)